



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

PLAN ANALYST

PN# 109199

PUBLIC WORKS & ENGINEERING

PLANNING AND DEVELOPMENT SERVICES

UTILITY PLANNING & ANALYSIS BRANCH

3300 MAIN*

M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Analyzes and reviews WCR applications and construction plans to determine water and/or wastewater requirements. Interprets and explains permit procedures to the public. May review commercial construction plans submitted for building permits. Prepares response to applications for water/wastewater service. Enters information into computer. May review construction documents to ensure compliance with various codes, ordinances and regulations. Researches letters of utility commitment. Meets with engineers, architects, contractors and general public to discuss construction project plans and specifications and resolve inquiries. Confirm assessment and collection of Wastewater and Water Impact Fees.

10 **WORKING CONDITIONS**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a related Associate's degree, such as Drafting or Drafting Technology, or the equivalent.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six months of skilled, journey level experience in building trades, inspection or plan examining in the area of analysis to be performed are required.

Two additional years of skilled, journey level experience in building trades, inspections or plan examining in the area of analysis to be performed may be substituted for the above degree requirement.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES** None

15 **SELECTION/SKILLS TESTS REQUIRED** None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 14
\$1,036 - \$1,559 Biweekly \$26,936 - \$40,534 Annually

18 **OPENING DATE** March 1, 2006

19 **CLOSING DATE** March 7, 2006

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Level. TDD phone number 713.837.9471. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer